

QUEENS UNIVERSITY

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CHARLOTTE

Clubs & Organizations
Leadership Transition Handbook

Updated: August 2018



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A thorough and intentional leadership transition plan will provide an organization with continuity so that next year's officers can build on the knowledge gained rather than starting from scratch. Below are only suggestions, take pieces that work for your club and/or organization.

Tips for a Successful Transition

- Officer terms should provide at least one month of overlap so that new officers have the opportunity to shadow and learn from the outgoing officers.
- When new officers have been elected, orient them together as a group with all of the outgoing officers. Include the organization's advisor in this process as well. Try going on a retreat together. This process provides the new leaders with an opportunity to understand one another's roles and to start building their leadership team. Outgoing officers should openly share what they believe went well and what they would change if they had to do it over again.
- Make introductions to resources. Schedule time to walk around campus with the new officers and introduce them to important people who can serve as key resources (Advisor, Student Engagement, etc.).
- Recognize your outgoing officers. Show your group that leaders are valued and an important part of your organization.

The Basics

- Introduce new officers to the Advisor.
- Give contact information of all RSO leaders and Advisor.
- Register your RSO with the Department of Student Engagement. This is done annually.
- Give access and instructions on any online platforms, such as:
 - RSO Email
 - Member List
 - Social Media accounts
 - Websites/Blogs
 - Online document storage (Dropbox or Google Drive)
 - National affiliation website login information / passwords
 - Any other communication tool your RSO may utilize
- Share the RSO Handbook with new officers.
- If you are affiliated with a national organization, explain this relationship and any important information associated.
- Finish all correspondence that you can and pass on any unfinished items to new officers.

Share any and all Documents

Sharing documents electronically allows new officers to easily update/change any information. Hard copy binders are an option as well, but harder to pass along to future leaders to edit. Google Drive and/or Dropbox are two popular online tools to help store documents online easily. Below are some ideas of what to include:

- Mission, philosophy, goals and/or purpose of the RSO
- Organization history
- Constitution / By-Laws
- Budgets / Financial Reports
- Meeting minutes
- Agendas
- Event/Program Evaluations
- Calendar of events / Deadlines
- Officer position descriptions
- Committee position descriptions
- Organizational chart for RSO
- Election process and timeline
- Membership recruitment information and timeline
- List of Members and Contact Information
 - List of students expressing interest but not has not joined
 - If your RSO has dues, include list of who has/has not paid
- Membership Application, if applicable
- Past Correspondence
 - Emails to the RSO
 - Emails from the Advisor with important information
- Special Events
 - Event planning guide/checklist for any past events or programs
 - Sample posters/flyers from past programs
- Contacts
 - Department of Student Engagement
 - Professional contact in area
 - RSO specific contacts
- Marketing
 - Logos
 - Photos
 - Marketing/Branding policy set by your RSO

Finances

- Discuss the financial status of the RSO
- Share where your RSO receives money from
- If your RSO received funding from SGA, share information and budget
- Discuss any fundraising plans or goals
- Documents to share:
 - Budget Spreadsheet
 - Past Budget Request
 - Approved Budgets

Introduce & Explain the Department of Student Engagement

Explain to new officers that the Department of Student Engagement provides support and resources to all RSOs. Feel free to stop by our offices in Morrison to introduce your new officers!

- Become a Registered Student Organization
 - All RSOs must register annually to become recognized as a student club or organization. Your registration is valid until April of every year, in which you will need to re-register and update any and all RSO information.
- RSO Funding
 - If your club has funding, pass along any information to the new officers. If your RSO does not have funding and you would like funding, complete the SGA budget request form on MyQueens.
- Club & Orgs Trainings
 - The Department of Student Engagement will have Clubs & Orgs Training at the beginning of every semester and on a need basis. Training dates, times, and locations will be posted on MyQueens and emailed to all registered Presidents.
- MyQueens
 - Under Student Activities, you will find a plethora of Clubs & Orgs documents. Please utilize this resources and show your new officers what documents may be found online.
- Fall Clubs & Orgs Fair
 - The Department of Student Engagement host an annual fall Clubs & Orgs Fair that all RSOs are invited, and encouraged, to participate in. The Fair happens within the first few weeks of fall semester. Registration will open in the spring semester and continue to remain open until the Fair.
- Inter-Club Council
 - Inform your new officers of the required ICC Meetings, happening monthly each semester. Presidents will receive email notifications regarding the dates, times, and locations of these meetings.

- Information
 - Keep your contact information up to date with the Department of Student Engagement to make sure you receive important updates and announcements.

Pass Along Your Wisdom

You may not see it as wisdom, but being in a position for a year (or whatever amount of time) is invaluable! You have learned important things along the way that can help future leaders. Mistakes, tips, tricks, ideas, and successes are all important things to share. Think: What would you have wanted to know when you took office?

- Using the hindsight that you have now, identify areas of responsibility, people, details, phone numbers, etc. that you wish someone had told you when you took office.
- Review the RSOs constitution, by-laws, and goals and outline any areas needing attention or revision.
- Culture of the group.
- Tips for running an effective meeting.
- Ideas for improvement.
- Prepare an end-of-the-year report incorporating the RSOs goals, activities, and accomplishments.
- Recruitment ideas.
- Fundraising ideas/projects.
- Philanthropy or community service contacts.
- Do not “drop off the face of the earth” – be available for consultation or questions.

Reflection

Another way to pass along your wisdom and give outgoing leaders a chance to reflect on their year is to ask yourself these questions:

1. What was the best experience in this position?
2. What was the most difficult?
3. What tips could you give to make things smoother?
4. Name any staff you found helpful.
5. What collaborations were successful?
6. List any projects or ideas you were developing that you would like to see continue.
7. If you could do it all over again, what would you change?
8. Name two things you wish you would've known when you started.

Another idea is to participate in a shared reflection time with the outgoing and incoming officers to set goals for the upcoming year, while reviewing the success of previous set

goals. This allows new leadership to take ownership over the RSO and sets them on track that is realistic as well as relevant to the RSO.

University Contact Information

Campus Police

Administrative Assistant for Campus Police.....Pam Peterson (petersonp@queens.edu)

Catering Services

Director of Catering.....Jessica Reyman (reymanj@queens.edu)

Assistant Director of Catering.....Jarrard Slater (slaterj@queens.edu)

Conference and Event Services

Director of Conference and Events Services Carrie Wunner (wunnerc@queens.edu)

Conference and Events Services CoordinatorErin Walters (walterse2@queens.edu)

Department of Diversity, Inclusion, and Community Engagement

Assistant Dean of DICEDarry White, Sr. (whited4@queens.edu)

Assistant Director for Community EngagementCrystal Dunham (dunhamc@queens.edu)

Department of Student Engagement

Assistant Dean of Student Engagement Patrick Motter (motterp@queens.edu)

Assistant Director for Leadership Programming..... Joshua Cauble (caublej@queens.edu)

Assistant Director for Fraternity and Sorority Life Jarrod Rudd (ruddj@queens.edu)

Assistant Director for Campus Traditions..... Leigh Davis (davisl@queens.edu)

Assistant Director for Campus Recreation Chrys Baker (bakerc@queens.edu)

Division of Student Life

Administrative Assistant for the Division of Student Life..... Michele Johnson (johnsonm3@queens.edu)

Dean of Students Dr. John Downey (downeyj@queens.edu)

Provost/Vice President of Academic Affairs.....Dr. Sarah Fatherly (fatherlys@queens.edu)

Information Technology

